

# Regular Meeting

<b>Agenda Item #</b>	1
<b>Meeting Date</b>	July 27, 2015
<b>Prepared By</b>	Suzanne Ludlow City Manager

<b>Discussion Item</b>	Second Reading Ordinance Adopting FY 2016 Budget Amendment No. 1
<b>Background</b>	<p>The Fiscal Year (FY) 2016 budget was adopted by the City Council on May 18, 2015. Since that date, certain events have transpired that require modification of the budget.</p> <p>In addition, since the First Reading of the Budget Amendment, the City has received two grants that are being added to the Budget Amendment at Second Reading. Information on these additions are underlined in this cover page and in the draft ordinance.</p> <p><b><u>General Fund-Revenues</u></b></p> <p><u>The City has received a grant of \$2,000 from CVS for the I Can Shine Bike Camp.</u></p> <p><b><u>General Fund-Expenditures</u></b></p> <p>The City has a number of purchases or projects that were included in the FY 2015 General Fund budget but were not able to be completed before the end of the fiscal year. These items and the amounts that need to be carried over are:</p> <ul style="list-style-type: none"> <li>• Purchase of an asphalt heater (\$28,595)</li> <li>• Purchase of trash and recycling containers (\$11,958)</li> <li>• Purchase of decorative street light replacements (\$15,360)</li> <li>• Purchase of an integrated library system (\$7,600)</li> <li>• Completion of the Holton Lane Gateway Project (\$14,000)</li> <li>• Completion of planned public arts projects (\$18,500)</li> <li>• Community grants for the Community Kitchen (\$10,000) and African Immigrant Refugee Foundation (\$6,700)</li> <li>• A Code Enforcement printing project (\$1,550)</li> </ul> <p>Transfers are required to reflect the movement of a half-time position from the Housing and Community Development Department to the City Manager's Office.</p> <p>Monies are required to renovate the Finance Department to permit all staff to work in the same area. An amount of \$28,000 from the Facilities Maintenance Reserve has been identified for this project.</p> <p><u>An additional \$2,000 donation from CVS was expended for the I Can Shine Bike Camp.</u></p> <p><b><u>Special Revenue Fund-Revenues</u></b></p>

	<p>The revenue accounts in the Special Revenue Fund need to be adjusted to:</p> <ul style="list-style-type: none"> <li>• Reflect the carry-over of \$3,000 in Transportation Grant funds for the Maryland Bikeways Program</li> <li>• Reflect the carry-over of \$975 in CDBG funds for the African Immigrant Refugee Foundation</li> <li>• Reflect the carry-over of \$28,701 in Community Development Block Grant funds for the Flower Avenue Green Street Project</li> <li>• <u>Reflect the receipt of an additional \$32,292 for the FY 16 Energy Grant</u></li> </ul> <p><b><u>Special Revenue Fund-Expenditures</u></b></p> <p>The expenditure accounts in the Special Revenue Fund need to be adjusted to reflect funds for:</p> <ul style="list-style-type: none"> <li>• The use of \$3,000 in Transportation Grant funds for the Maryland Bikeways Program</li> <li>• The use of \$975 in CDBG funds for the African Immigrant Refugee Foundation</li> <li>• The use of \$28,701 in Community Development Block Grant funds for the Flower Avenue Green Street Project</li> <li>• <u>The use of an additional \$32,292 in FY 16 Energy Grant funds</u></li> </ul>
<b>Policy</b>	The Council approves the budget of the City of Takoma Park. The Code of the City of Takoma Park requires budget amendments to be approved by a two-reading ordinance.
<b>Fiscal Impact</b>	<p>General Fund expenditures would increase by \$144,263. All but \$30,000 of the amounts identified are carry over funds from FY 2015 or transferred funds. The \$28,000 for the Finance Department renovation will be taken from the Facilities Maintenance Reserve. General Fund revenues would increase by \$2,000.</p> <p>Revenues for the Special Revenue Fund would increase by \$64,968. Expenditures for the Special Revenue Fund would increase by \$64,968.</p>
<b>Attachments</b>	Proposed FY 2016 Budget Amendment Ordinance No. 1.
<b>Recommendation</b>	Staff recommends that the City Council adopt the proposed ordinance at second reading.
<b>Special Consideration</b>	

Introduced by: Councilmember Grimes

First Reading: July 13, 2015

Second Reading:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2015-31**

**FY 2016 BUDGET AMENDMENT NO. 1**

- WHEREAS, the Fiscal Year (FY) 2016 budget was adopted by the City Council on May 18, 2015; and
- WHEREAS, since this date, certain events have transpired that require modification to the FY 2016 budget; and
- WHEREAS, salary and benefits for the discontinued half-time Arts Coordinator position need to be moved into the General Administration budget to increase the Management Analyst position from half to full time; and
- WHEREAS, monies to purchase an asphalt heater need to be carried over from FY 2015; and
- WHEREAS, monies to purchase trash and recycling containers need to be carried over from FY 2015; and
- WHEREAS, monies to purchase decorative street light replacements need to be carried over from FY 2015; and
- WHEREAS, monies to complete the purchase of the integrated library system need to be carried over from FY 2015; and
- WHEREAS, monies for the completion of the Holton Lane Gateway Project need to be carried over from FY 2015; and
- WHEREAS, monies for the completion of planned public arts projects need to be carried over from FY 2015; and
- WHEREAS, monies are needed for Finance Department renovation expenses to accommodate all departmental staff in the same space; and
- WHEREAS, Community Grant monies for the Community Kitchen and the African Immigrant Refugee Foundations need to be carried over from FY 2015; and
- WHEREAS, monies for a printing project in the Housing and Community Development Department need to be carried over from FY 2015; and
- WHEREAS, Maryland Bikeways Program Grant monies need to be carried over from FY 2015; and

WHEREAS, CDBG monies for the African Immigrant Refugee Foundation need to be carried over from FY 2015; and

WHEREAS, CDBG monies for the Flower Avenue Green Street Project need to be carried over from FY 2015; and

WHEREAS, the City received a \$2,000 donation from CVS for the I Can Shine Bike Camp; and

WHEREAS, the City received an additional \$32,292 in FY 16 Energy Grant funds.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The Fiscal Year 2016 Budget is amended as follows:

**General Fund – Transfers**

1. Transfer \$30,100 from account 5500-4010, HCD Administration Salaries, to account 1120-4010, General Management Salaries, to reflect movement of half-time position from Housing and Community Development to the City Manager's Office.
2. Transfer \$16,875 from account 5500-4020, HCD Administration Fringe Benefits, to account 1120-4020, General Management Fringe Benefits, to reflect movement of half-time position from Housing and Community Development to the City Manager's Office.

**General Fund – Revenues**

1. Appropriate \$2,000 to account 0001-3430, General Fund Donations, to reflect a donation for the I Can Shine Bike Camp.

**General Fund – Expenditures**

1. Appropriate \$76,455 to account 9100-8000, Capital Expenditures, to carry over unexpended FY 2015 funds for the purchase of an asphalt heater (\$28,595), purchase of decorative street light replacements (\$15,360), completion of the Holton Lane Gateway Project (\$14,000), and completion of a public arts project (\$18,500).
2. Appropriate \$11,958 to account 3500-5290, to carry over unexpended FY 2015 funds for the purchase of Right of Way trash and recycling containers.
3. Appropriate \$7,600 to account 9100-8003, Equipment Replacement Reserve, to carry over unexpended FY 2015 funds for the purchase of the Integrated Library System.
4. Appropriate \$28,000 to account 9100-8008, Facility Maintenance Reserve, to pay for the renovation of the Finance Department space.
5. Appropriate \$16,700 to account 9000-7150, Non-departmental Community Grants, to carry over unexpended FY 2015 funds for the Community Kitchen (\$10,000) and African Immigrant Refugee Foundation (\$6,700) projects.
6. Appropriate \$1,550 to account 5100-6515, Code Enforcement Printing, to carry over unexpended FY 2015 funds for a printing project.

7. Appropriate \$2,000 to account 5400-7014, Community Development – Transit – Pedestrian Projects, for the I Can Shine Bike Camp.

#### **Special Revenue Fund – Revenues**

1. Appropriate \$3,000 to account 0010-3916, Transportation Grants, for the Maryland Bikeways Program.
2. Appropriate \$975 to account 0010-3746, CDBG African Immigrant Refugee Foundation.
3. Appropriate \$28,701 to account 0010-3368, CDBG Flower Avenue Green Street Project.
4. Appropriate \$32,292 to account 0010-3352, Maryland Energy Assistance.

#### **Special Revenue Fund – Expenditures**

1. Appropriate \$3,000 to account 0010-6826, Transportation Grants, for the Maryland Bikeways Program.
2. Appropriate \$975 to account 0010-6848, CDBG African Immigrant Refugee Foundation.
3. Appropriate \$28,701 to account 0010-8013, CDBG Flower Avenue Green Street Project.
4. Appropriate \$32,292 to account 0010-7173, Maryland Energy Grant.

SECTION 2. The City's Capital Improvement Program for FY 2016 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 4. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_ day of \_\_\_\_, 2016 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: